

REQUEST FOR AUTHORIZATION OF OVERTIME AND HOLIDAY WORK

TO:

Payroll Branch, Fiscal Division, Comptroller's Office

FROM:

Chief, Finance Division

ALLOTMENT SYMBOL

1263-1040-1000

PAY PERIOD

ESTIMATED NUMBER

BEGINNING

ENDING

HOURS

EMPLOYEES

11 June 1961

24 June 1961

160

5

25 Jun 61

30 June

60

5

JUSTIFICATION

INDICATE, CONCISELY BUT ADEQUATELY, PURPOSE FOR WHICH OVERTIME IS TO BE USED, TYPE OF PERSONNEL INVOLVED (e.g., c.
ical, professional) AND REASON WORK CANNOT BE ACCOMPLISHED WITHIN 40 HOUR WEEK. (Do not include Operational Data

25X1A2d2

Individuals from the Comptroller's Office are working on an
overtime basis for Project [REDACTED] an "Eyes Only" project. If
further information is needed, please contact [REDACTED]
x8235.

25X1A9a

25X1A2d2

The subjects' regular salaries are paid from the Comptroller's
allotment 1263-1040-1000. All overtime performed is to be charged
to 1635-5000-8021, [REDACTED] allotment.

DATE	TYPED NAME AND SIGNATURE OF SUPERVISOR (if applicable)	
	Requested by [REDACTED] x8235	
CONCURRENCE (if applicable)		AUTHORIZATION
TYPED NAME AND SIGNATURE OF DIVISION CHIEF 25X1A9a [REDACTED]		TYPED NAME AND SIGNATURE OF AUTHORIZING OFFICIAL Z. R. SAUNDERS
C/Finance Division		DATE AUTHORIZED
DATE CONCURRED 28 June 1961		

25X1A9a